

ROUTING AND TRANSMITTAL SLIP		Date
TO: (Name, office symbol, room number, building, Agency/Post)		Initials Date
1. <i>EO/DDA</i>	<i>[Signature]</i>	<i>3 NOV 1966</i>
2. <i>ATDDA</i>	<i>[Signature]</i>	<i>3 Nov</i>
3. <i>DDA</i>	<i>[Signature]</i>	<i>10 Nov</i>
4.		
5. <i>[Signature]</i>		
Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

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OPTIONAL FORM 41 (Rev. 7-76)
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EXECUTIVE SECRETARIAT

Routing Slip

TO:		ACTION	INFO	DATE	INITIAL
1	DCI				
2	DDCI				
3	EXDIR				
4	D/ICS				
5	DDI				
6	DDA		✓		
7	DDO				
8	DDST				
9	Chm/NIC				
10	GC				
11	IG				
12	Compt				
13	D/EEO				
14	D/Pers				
15	D/OEA				
16	C/PAD/OEA				
17	SA/IA				
18	AO/BCI				
19	C/PLD/OS				
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22					
		SUSPENSE			
		Date			

Remarks:

Executive Secretary
11/3/82
 Date

THE WHITE HOUSE
WASHINGTON

82 12039/3

CABINET AFFAIRS STAFFING MEMORANDUM

82-2273/4

DATE: 11/2/82 NUMBER: ----- DUE BY: -----SUBJECT: Cabinet Council on Management and Administration MinutesOctober 20, 1982

1-4

	ACTION	FYI		ACTION	FYI
ALL CABINET MEMBERS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Baker	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Vice President	<input type="checkbox"/>	<input type="checkbox"/>	Deaver	<input type="checkbox"/>	<input type="checkbox"/>
State	<input type="checkbox"/>	<input type="checkbox"/>	Clark	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Treasury	<input type="checkbox"/>	<input type="checkbox"/>	Darman (<i>For WH Staffing</i>)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Defense	<input type="checkbox"/>	<input type="checkbox"/>	Harper	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Attorney General	<input type="checkbox"/>	<input type="checkbox"/>	Jenkins	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Interior	<input type="checkbox"/>	<input type="checkbox"/>	Wheeler	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Agriculture	<input type="checkbox"/>	<input type="checkbox"/>	Kudlow	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Commerce	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Labor	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
HHS	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
HUD	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Transportation	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Energy	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Education	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Counsellor	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
OMB	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
CIA	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
UN	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
USTR	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
CEA	<input type="checkbox"/>	<input checked="" type="checkbox"/>	CCCT/Gunn	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CEQ	<input type="checkbox"/>	<input type="checkbox"/>	CCEA/Porter	<input type="checkbox"/>	<input checked="" type="checkbox"/>
OSTP	<input type="checkbox"/>	<input type="checkbox"/>	CCFA/Boggs	<input type="checkbox"/>	<input checked="" type="checkbox"/>
ACUS, Smith	<input type="checkbox"/>	<input checked="" type="checkbox"/>	CCHR/Carleson	<input type="checkbox"/>	<input checked="" type="checkbox"/>
OPM, Devine	<input type="checkbox"/>	<input checked="" type="checkbox"/>	CCLP/Uhlmann	<input type="checkbox"/>	<input checked="" type="checkbox"/>
GSA, Carmen	<input type="checkbox"/>	<input checked="" type="checkbox"/>	CCMA/Bledsoe	<input type="checkbox"/>	<input checked="" type="checkbox"/>
			CCNRE/Boggs	<input type="checkbox"/>	<input type="checkbox"/>

REMARKS: Attached for your information are the minutes of the October 20 meeting of the Cabinet Council on Management and Administration.

RETURN TO:

☐ Craig L. Fuller
Assistant to the President
for Cabinet Affairs
456-2823

☒ Becky Norton Dunlop
Director, Office of
Cabinet Affairs
456-2800

CABINET COUNCIL ON MANAGEMENT AND ADMINISTRATION

Meeting #2
October 20, 1982, 4:15 P.M.
Roosevelt Room

MINUTES

1. Safety and Health Program (CM #317)

Mr. Lovell, Deputy Secretary of Labor, introduced this agenda item by reviewing the Department of Labor's new approach to occupational safety and health programs and the need to expand that approach to encompass the federal workforce.

Mr. Auchter, Assistant Secretary of Labor, Occupational Safety and Health Administration (OSHA), described OSHA's efforts in following areas.

- a. Improving Federal government interaction - e.g., by encouraging regional health officers to participate in federal field health councils, and working with GSA to ensure that OSHA standards are met in federal buildings.
- b. Targeting federal inspections using DOL's Office of Worker Compensation Program (OWCP) data. Federal agencies vary widely from the government-wide per-worker average of 2.8 days lost annually due to work-related injuries and illnesses. In using OWCP data, OSHA will eliminate the Federal Accident Reporting System, with a savings of \$1.5 million annually.
- c. Assigning compliance officers to worksites cutting across federal agencies boundaries. They will be held responsible for driving down the accident and lost days rate and for offering a full range of OSHA services to agencies, including consultation and training.
- d. Continuing with the evaluation program, involving reviews of individual agency safety and health programs.

To demonstrate the Administration's commitment to fostering a safe and healthful working environment, two proposals were made: issuance of a Presidential policy statement and memorandum to department and agency heads, and reinstitution of the Annual Presidential Safety and Health Awards.

The Council discussed the proposal to evaluate the performance of federal managers and supervisors with respect to their accomplishments in occupational safety and health. Mr. Devine recommended against adding this as another mandatory element to performance appraisal systems. The Council agreed with that position.

Committees to handle safety and health complaints were also discussed. Mr. Auchter responded that OSHA is on record as saying that agencies can use existing committees for this.

Following Mr. Meese's summary of the objectives 1) to reduce accidents, 2) to reduce wasted time in filling out reports, and 3) to ensure that OSHA inspectors are doing their jobs, the Council discussed the merits of having the President issue a new executive order, rather than endorsing existing E.O. 12196. //

Action Taken

The Council decided that the following steps should be taken:

- a. A new executive order should be issued by President Reagan to replace E.O. 12196;
- b. The new executive order should not prescribe new processes or committees to handle the safety and health complaints of federal employees;
- c. Better safety and health performance should be encouraged but not made a fixed element of appraisal systems; and //
- d. Awards programs should be authorized as proposed.

2. Work Space Reduction (CM #315)

Mr. Carmen reviewed information on the work space management program of the General Services Administration (GSA). He indicated that GSA could not meet OMB's goal of reducing 7 million square feet without a total effort by all agency heads and managers. He suggested that the reduction be consistent with the planned personnel reduction of 75,000 by the end of FY 1984.

The Council discussed different approaches to making the reductions; the performance of the standard level user charge (SLUC) program; the need for Cabinet-level attention to this matter; GSA's finding that the average white-collar space allocation in the private sector is 135 square feet; and the need to determine a standard and approach before forwarding this issue to the full Cabinet and the President. //

Action Taken

The Council agreed that GSA should develop work space standards, the Executive Secretariat should review them, and the topic should be discussed at the next CCMA meeting. The Council should explore ways of initiating a total government effort to reduce work space, and space reduction goals should be added as the tenth element of the Phase I cost reduction program under Reform 88 and be tracked in OCA's on-line communication system.

3. Federal Civilian Employment (CM #316)

Mr. Devine presented a status report on the goal of reducing federal non-defense employment by 75,000 by the end of FY 1984. The Office of Personnel Management (OPM) estimates that the Administration's FY 1982 target of reducing employment by 28,000 Full-Time Equivalent (FTE) work years will be met. He outlined approaches and problems in measuring Federal employment levels, such as discrepancies between OPM and OMB data. He projects a reduction in actual numbers of employees (as opposed to FTE's) of over 100,000 at the end of the year.

The Council discussed these data and some of the methodological questions. Mr. Meese emphasized the President's personal interest in meeting the goals for reducing civilian employment.

Action Taken

The Council decided the following:

- a. A brief period will be set aside each month for presentation of federal workforce data by Mr. Devine;
- b. Messrs. Harper and Bledsoe will prepare a one-page issue paper on this matter for the President; and
- c. OMB and OPM will develop better measures and methods for keeping abreast of employment levels and progress we are making toward the Administration's goal.

4. Establishment of Executive Secretariat

Mr. Meese stated that an Executive Secretariat would be formed to work with Mr. Bledsoe on identifying and preparing issues and topics for the Council. He asked members to designate Secretariat representatives by October 22, and suggested that an Assistant Secretary for Management or equivalent might be desirable.

During the course of the meeting, Mr. Meese noted CCMA is picking up on important management issues traditionally neglected by past Administrations, and that there are many areas of potential management improvement beyond those on this meeting's agenda. In tackling these issues, the Council should devote its meetings to matters of the highest policy, and let staff and support groups work out details.

5. Mid-Term Planning

While there was not sufficient time remaining to discuss this item, the Council decided that the Executive Secretariat should consider strategies on how to coordinate the Mid-Term Planning exercise. Mr. Bledsoe distributed a paper containing preliminary goals, accomplishments and issues, and asked the members to review and comment on it.

CABINET COUNCIL ON MANAGEMENT AND ADMINISTRATION

October 20, 1982

PARTICIPANTS

Edwin Meese III, Chairman Pro Tempore

Edwin Harper, Assistant to the President for Policy Development

Deputy Secretary McNamar

(Representing Secretary Regan)

Deputy Secretary Carlucci

(Representing Secretary Weinberger)

Deputy Secretary Fiske

(Representing Secretary Baldrige)

Deputy Secretary Lovell

(Representing Secretary Donovan)

Deputy Secretary Trent

(Representing Secretary Lewis)

Deputy Secretary Davis

(Representing Secretary Edwards)

Deputy Director Joseph Wright

(Representing Director Stockman)

Gerald Carmen, Administrator, General Services Administration

Donald Devine, Director, Office of Personnel Management

James Jenkins, Deputy Counsellor to the President

Ralph Bledsoe, Executive Secretary

Becky Norton Dunlop, Director, Office of Cabinet Affairs

For Presentation:

Thorne Auchter, Assistant Secretary of Labor for Occupational
Safety and Health Administration

Additional Attendees:

Kenneth Cribb, Assistant Counsellor to the President